

A Letter from the Author

Dear Girls and Boys:

You are now entering upon your fourth year at school. You will learn many new things during the next two years. You will not learn many new things in Writing, but you should learn to write much better and more rapidly.

A few new letter forms are shown in this Compendium. You may use these forms in your writing if you prefer them to the ones you learned in the lower grades. Learn to make one form well.

Use Muscular Movement in all your written work and you will become a good penman. Always sit in a correct, healthful position.

Try to secure another MacLean Method Writing Certificate this year.

The Author wishes you success.

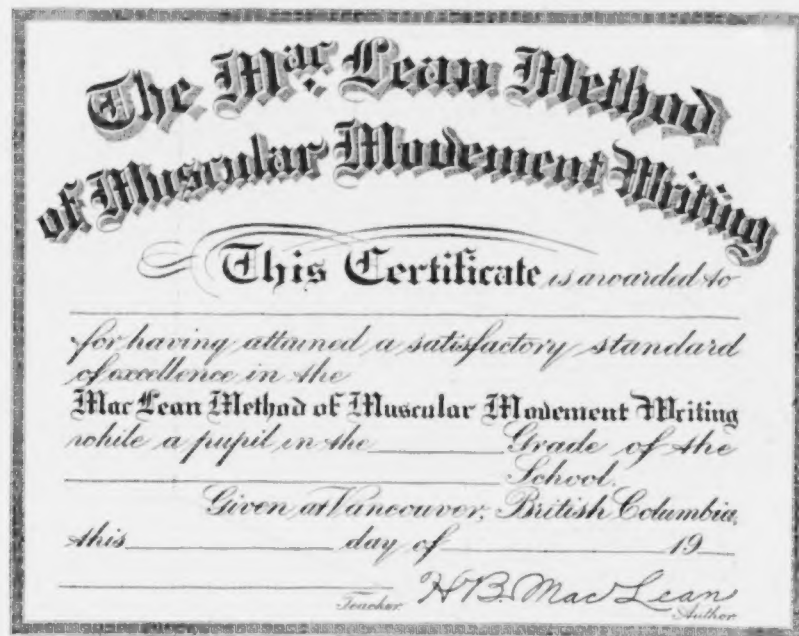
Yours faithfully,

H. B. MacLean

P.S.—This book must last you for two years. Take good care of it.

Do your best to win another Writing Certificate this year

Use
Muscular
Movement

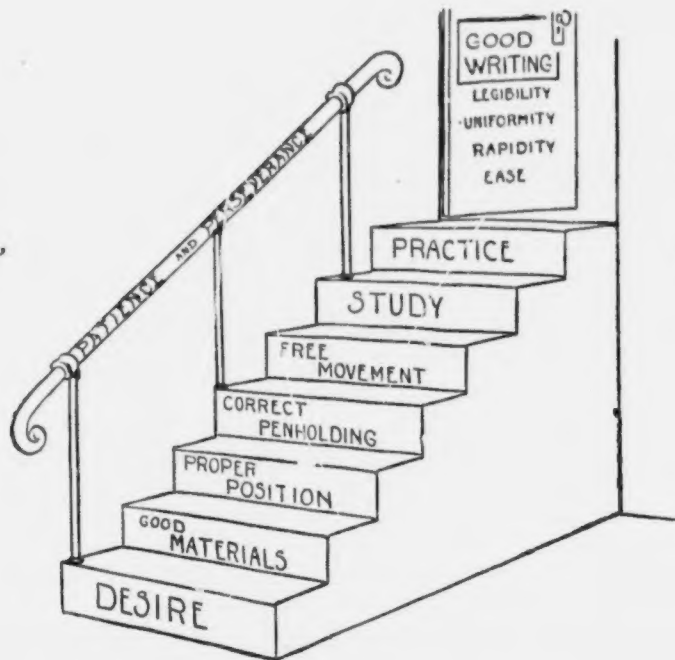


Write
legibly, rapidly
and easily

HELP YOUR CLASS AND TEACHER WIN THE HIGH HONOUR DIPLOMA

THE STAIRS TO GOOD WRITING. START THE CLIMB NOW AND—KEEP CLIMBING

*Notice the strong
railing named
"Patience and
Perseverance"*



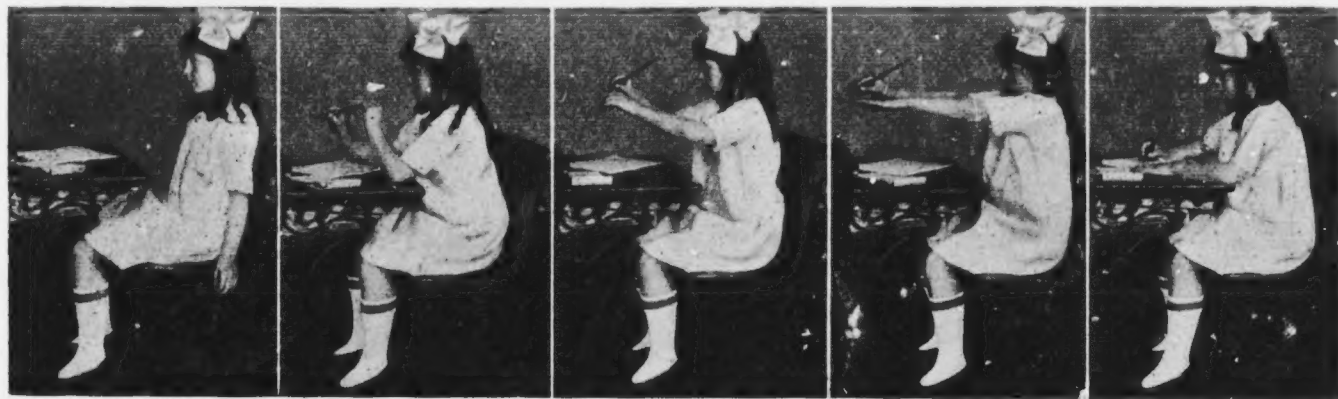
*Each step must
be taken*

*The top step is a very
important one*



Everyone who would become a good penman must climb these stairs. There is no elevator and no short cut.

TAKING CORRECT WRITING POSITION. STUDY THESE FIVE STEPS



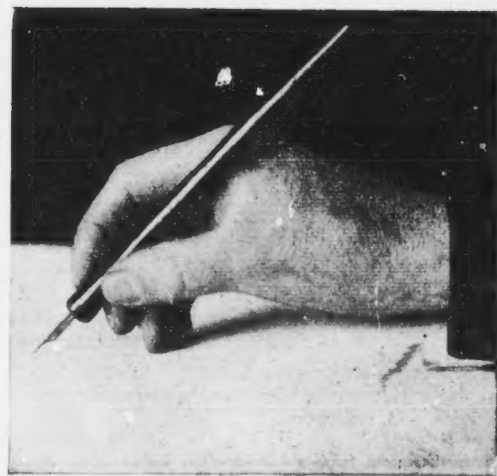
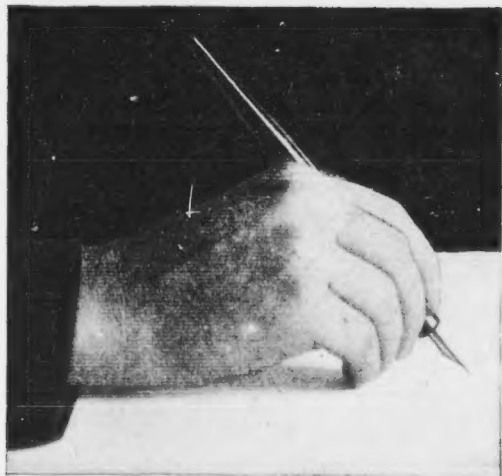
Taking Writing Position—1. Feet flat on floor—left foot slightly in advance of right. Back straight. Head erect. Penholder in left hand. 2. Body inclined slightly forward from the hips. Head erect. Elbows on desk. Penholder placed between thumb and first two fingers of right hand. 3. Arms up so teacher can see them. 4. Arms fully extended. 5. Healthful writing position.

A GOOD POSITION FOR WRITING---HEALTHFUL AND FREE



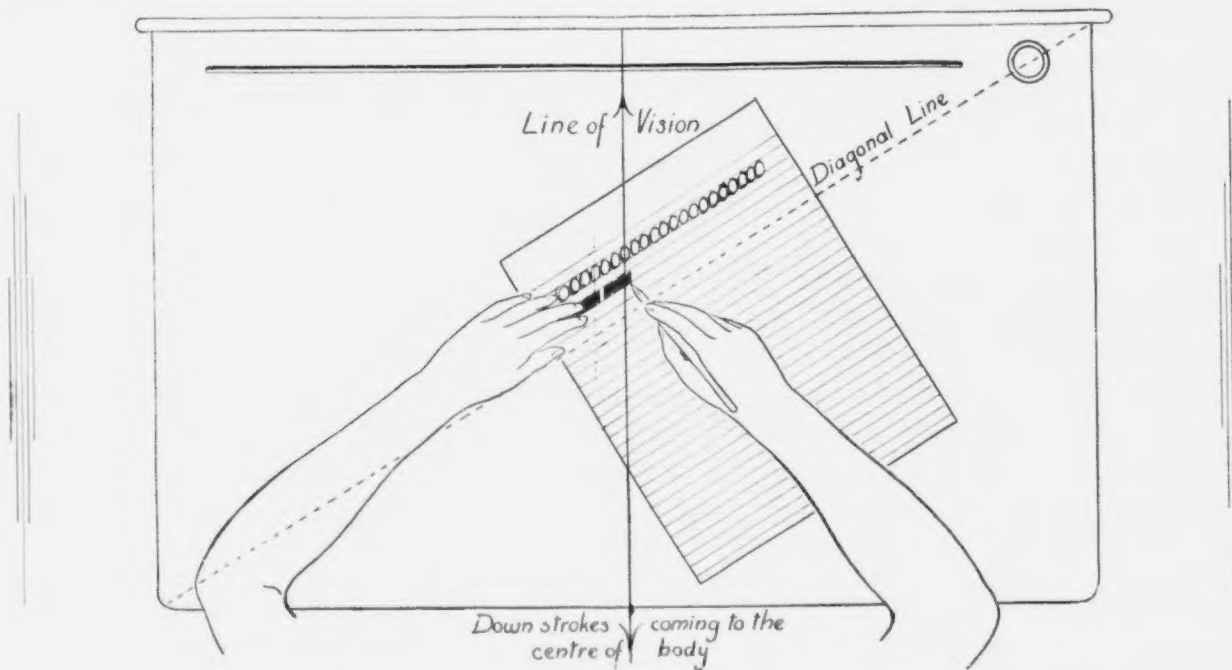
Study these pictures carefully. They illustrate good writing position. The feet are flat on the floor. The back is straight and the head erect. The right arm is bare. This allows for freedom.

KEEP THE WRIST UP AND THE FINGERS TOGETHER



GLIDE ON THE FINGER NAILS. HOLD THE PEN LIGHTLY.

THE POSITION OF THE ARMS AND PAPER. STUDY THIS CHART CAREFULLY.



Keep the right elbow slightly off the desk, but the left elbow on. Hold your paper as shown.

THE MacLEAN MUSCULAR MOVEMENT METHOD—ALPHABETS AND FIGURES.

A B C D E F G H I J K L

M N O P Q R S T

U V W X Y Z

a b c d e f g h i j k l

m n o p q r s t

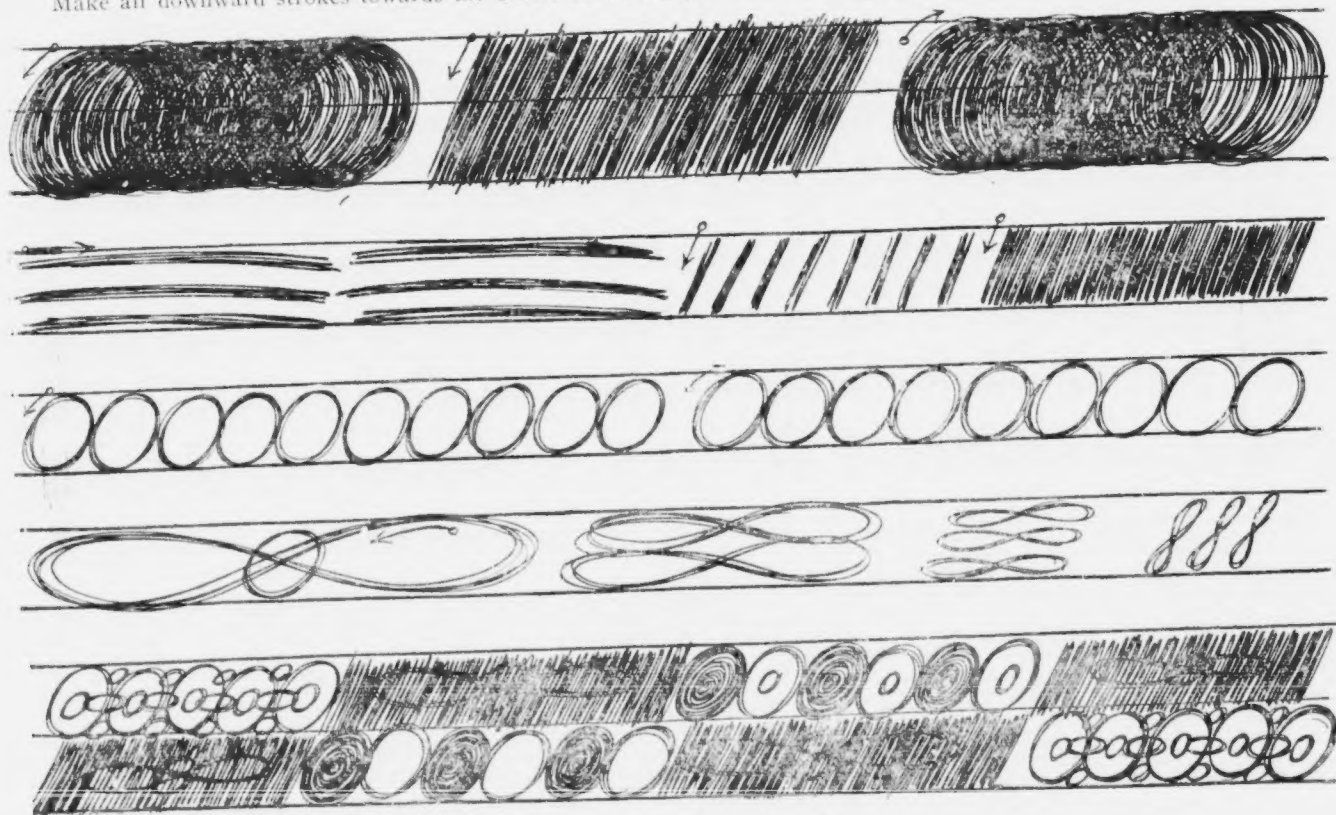
u v w x y z

1 2 3 4 5 6 7 8 9 0

1 2 3 4 5 6 7 8 9 0

Lessons are given on all of these letters and figures on the following pages.

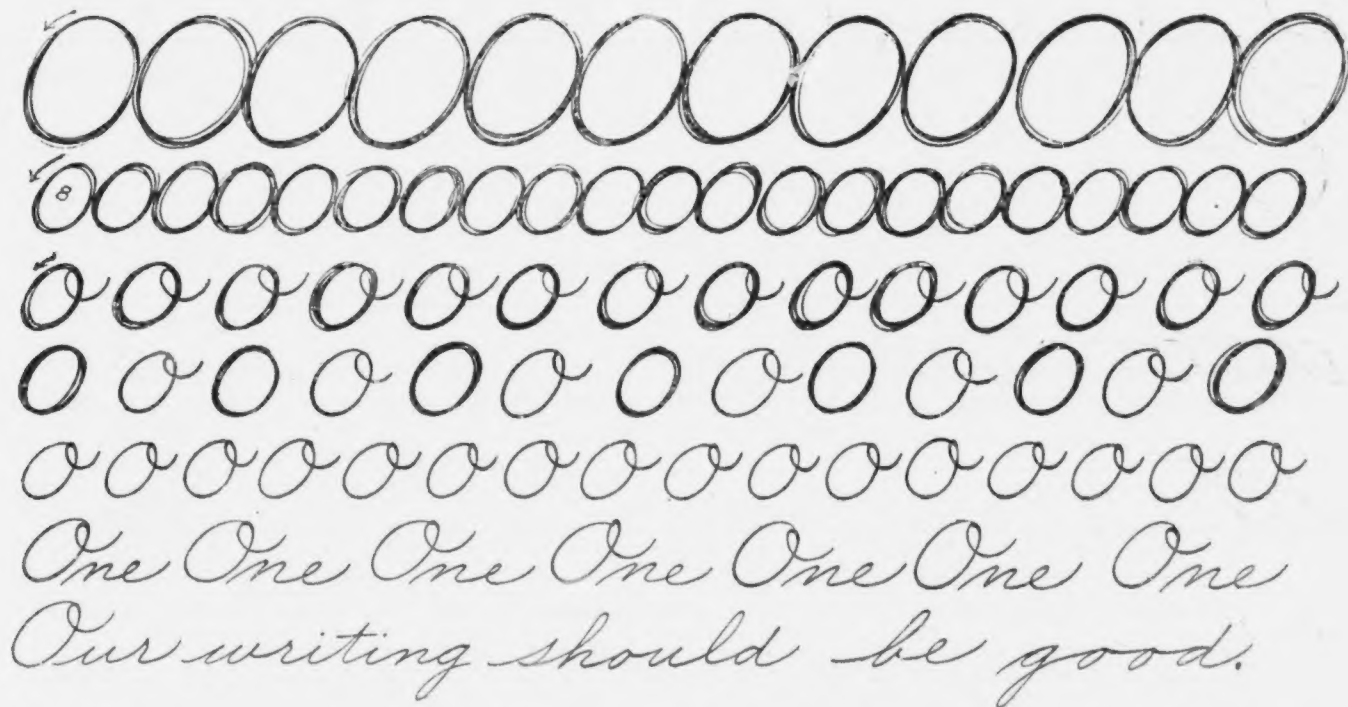
Make all downward strokes towards the centre of the body. Move the paper leftward with the left hand.



General Movement Exercises. Use Muscular Movement. Make light, quick strokes.

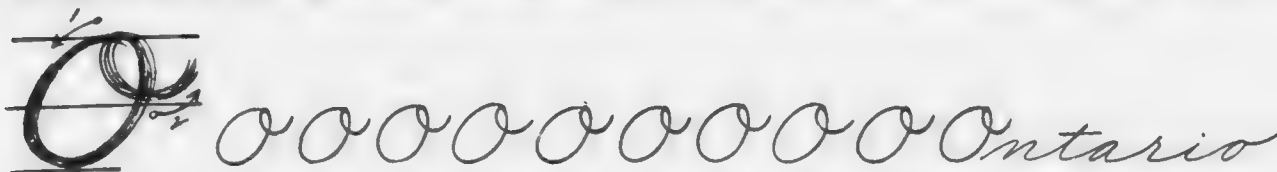
HOW TO ARRANGE YOUR PRACTICE WORK

A lesson on Capital O. Study this page carefully. Always write a line or more of each drill.

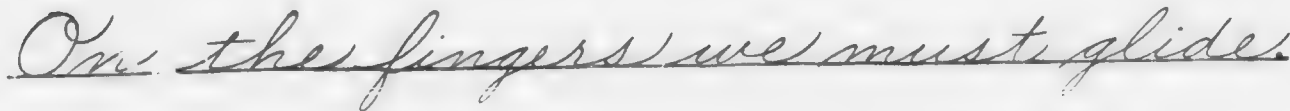


- 1.—Two-space movement exercise. 2.—One-space exercise. 3.—Specific movement drill. 4.—Movement drill
alternating with letter. 5.—Letter. 6.—Word. 7.—Sentence.

The O is developed from the left oval. Curve the finishing stroke. Count 1, 2. Study the large form.

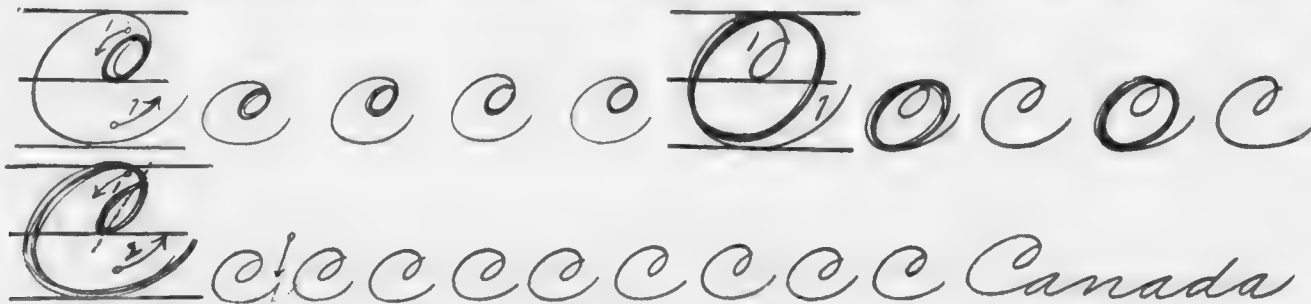


The o is also developed from the left oval. Count 1, 2, 3. Strive for uniformity in the group drill.



Use Muscular Movement. Sit in correct position. Do your best writing. Do not "scribble."

The C is a left-oval capital. Study the large form. Count 7 for the exercise and 2 for the letter. Finish high



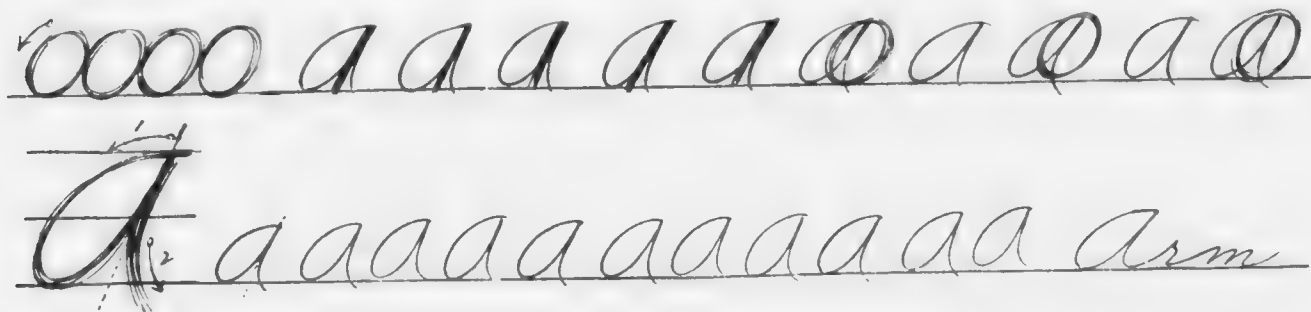
Notice the hook in the c. Make a good overturn starting stroke and finish with an underswing. Count 1, 2, 3.



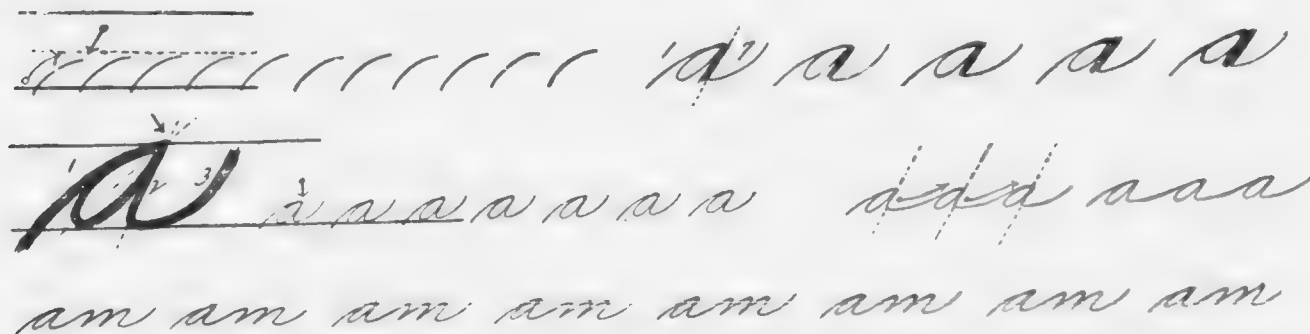
Can you use muscular movement?

Keep the right elbow just off the desk. Glide on the finger nails of the right hand. Write with rhythm.

The **A** is another left-oval capital. Practise these movement exercises. Finish downward. Count 1, 2.

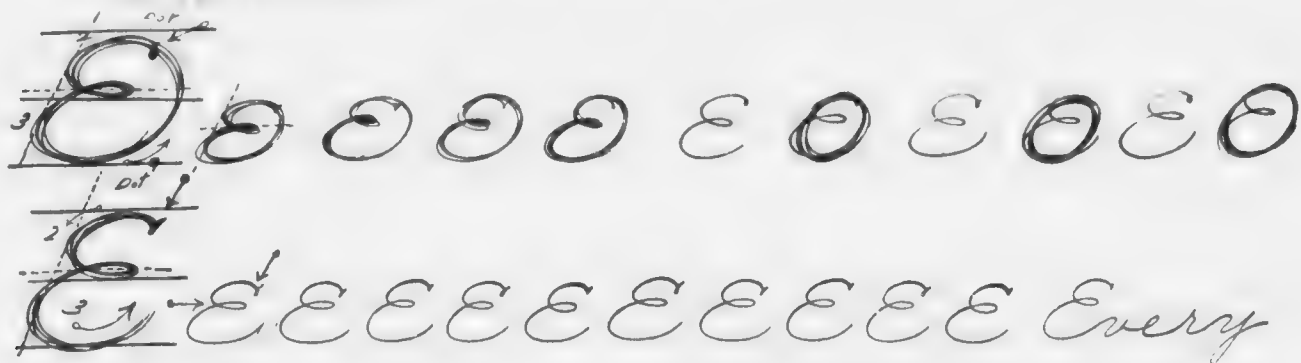


The **a** is an overturn letter. See the dotted lines. Count 1, 2, 3. Study the curves in the word "am."

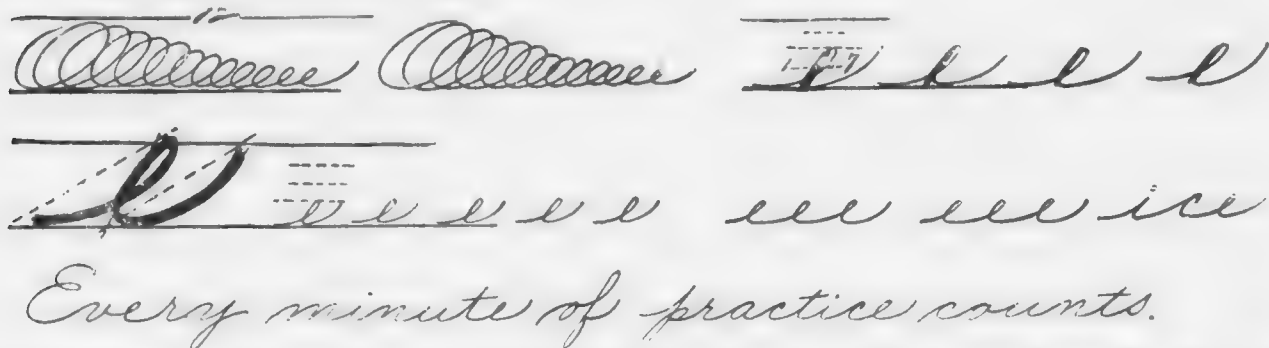


Let the right arm rest on the muscular pad of the forearm. Keep the wrist up. Use an easy rolling movement.

The **E** is a left-oval capital. Commence it with a dot. See the horizontal loop. Count 7 for the exercise and 3 for the letter.



The **e** is an underswing letter. It is one-quarter of a space high. Always loop an e. Count 1, 2, 3, or Swing, loop, swing. Watch the finishing stroke.



Hold your pen lightly, not tightly. Let the penholder point between your elbow and shoulder. Move the paper leftward with the left hand.

Practise push-and-pull and right-oval exercises for this letter. Count 1, 2, or down, curve. All capital letters are three-fourths of a space high.



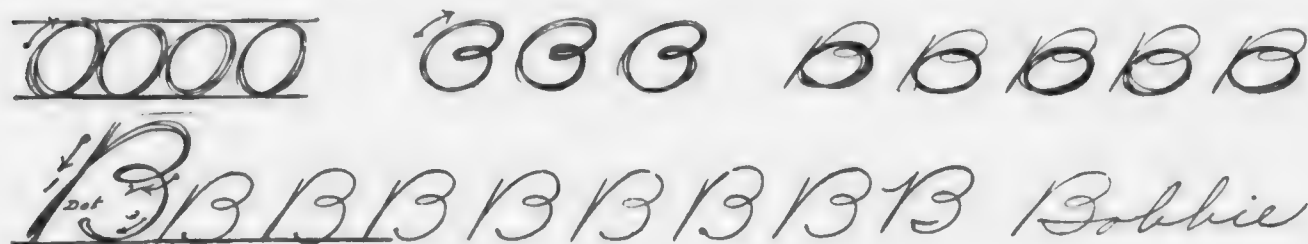
The p is a lower loop letter. It is the same height as the t and d—one-half a space. Count 1, 2, 3. Study the spacing in the sentence.



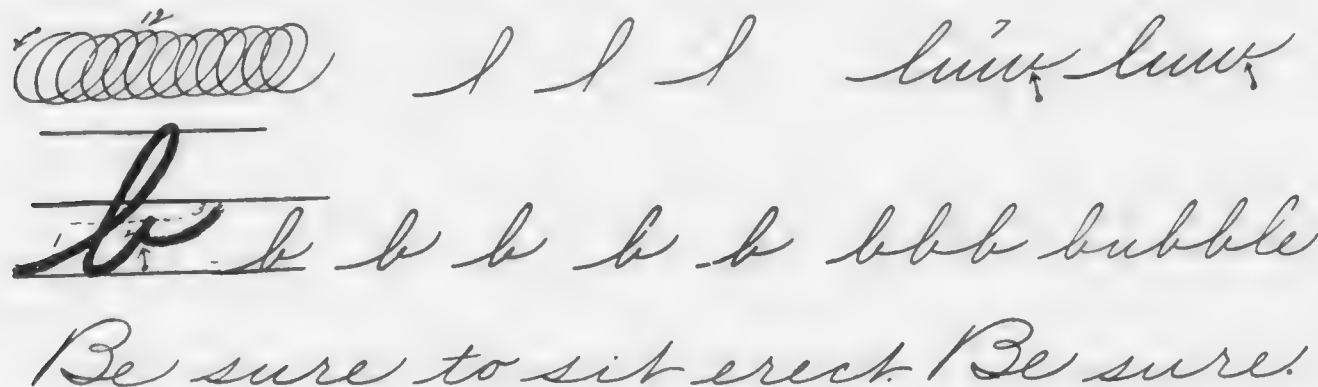
Patience and perseverance will pay.

Write with muscular movement. Try to win a MacLean Method Writing Certificate. Help your class win the High Honour Diploma.

The **B** has a dot finish. Notice the centre loop. Count 1, 2, 3, dot. See how it is joined to the o in **Bobbie**.



The b is made up of l and v. It is three-quarters of a space high. Notice the retrace before making the finishing stroke

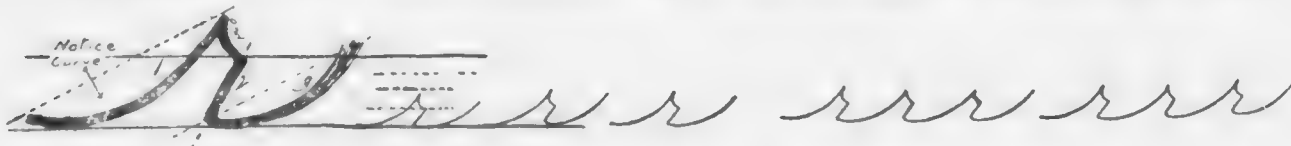


Sit in the correct writing position. Keep your feet flat upon the floor, your back straight and your head erect.

The R is made like the P and B. Finish downward with a flying finish. Count 1, 2, 3. Make the loop a little above the centre.



The r requires much practice. Bring the down stroke on the main slant. It is more than one-quarter but not quite a half space high.



Use the middle and last two fingers of the right hand as skates. Curve the fingers well and keep them together. Keep the wrist up.

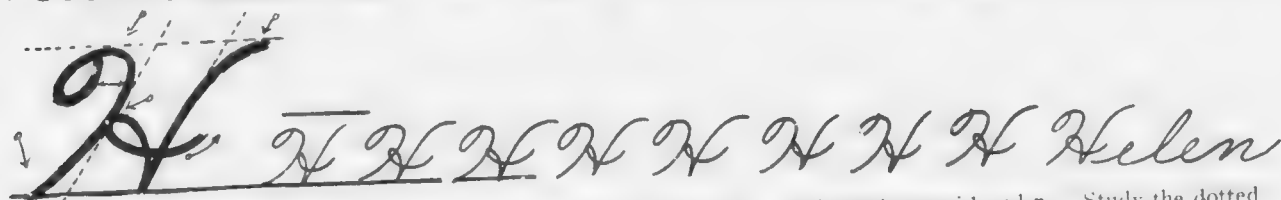
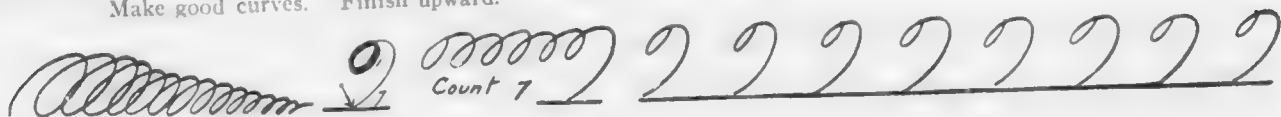
Figures and Abbreviations

1 2 3 4 5 6 7 8 9 0

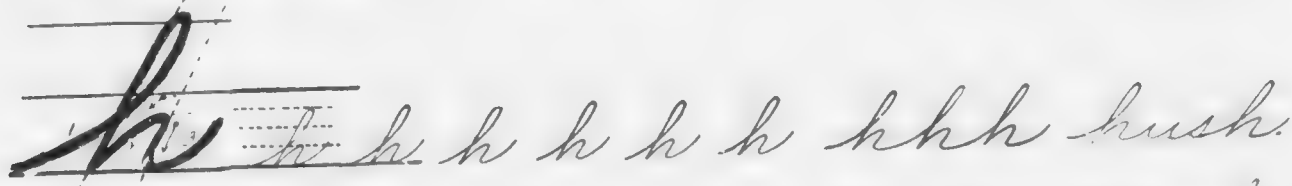
<p>1 2 3 4 5 6 7 8 9 0</p> <p>5. 5. 5. 5. 5. 5. 5.</p> <p>% % % % % % % %</p> <p>¥ ¥ ¥ ¥ ¥ ¥ ¥ ¥ ¥ ¥</p> <p>℥. ℥. ℥. ℥.</p>	<p>1 2 3 4 5 6 7 8 9 0</p> <p>.\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$</p> <p>ap ap ap ap ap ap ap ap</p> <p>@ @ @ @ @ @ @ @ @ @ @</p> <p>℥. ℥. ℥.</p>
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Figures must be made quickly, legibly and neatly. They should be made a little higher than the minimum letters. Study the forms of figures shown here and use them in your Arithmetic practice. The 6 is taller than the others and the 7 and 9 extend below the baseline. Practise the abbreviations shown here.

The H is a loop-letter. Practise the drills shown. Count 1, 2 - 3, 4. Study the dotted lines and arrows.
Make good curves. Finish upward.



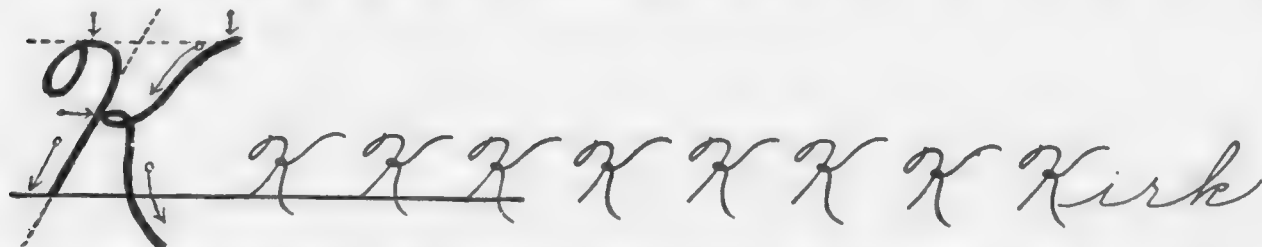
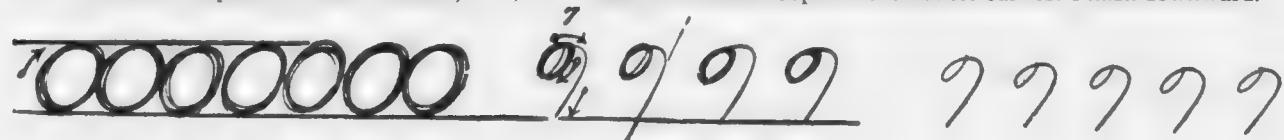
The h is another upper-loop letter, three-quarters of a space high. It is made up of l and n. Study the dotted lines and arrows. Count 1, 2, 3.



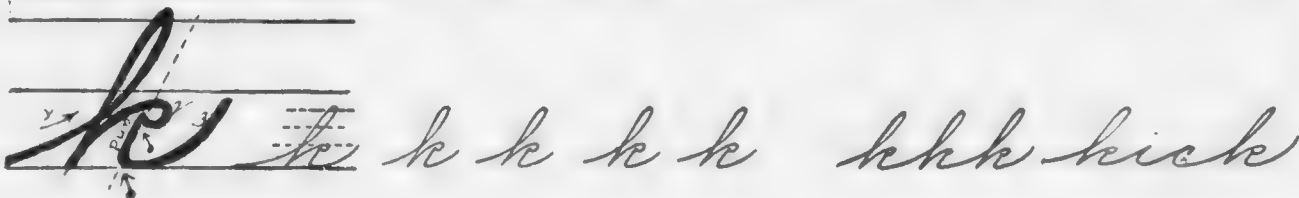
Have you developed a light touch?

Use muscular movement in all your written work. All the best penmen do that. Study the forms in this book. Do not copy them

The K is another loop-start letter. Count 1, 2-3, 4. Notice the centre loop and the double curves. Finish downward.



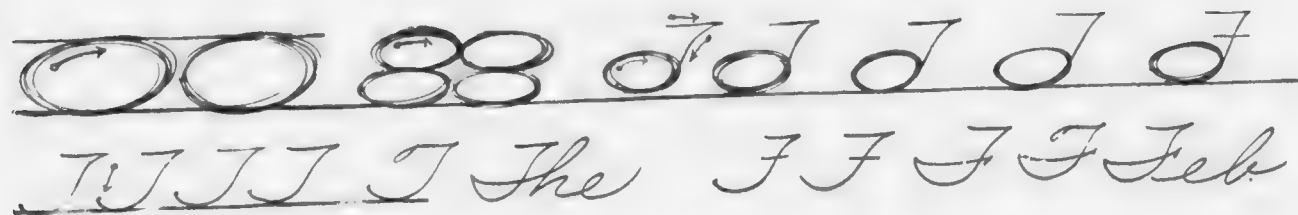
The k is also an upper-loop letter. Make the second downward stroke parallel to the first one. Count 1, 2, and 3.



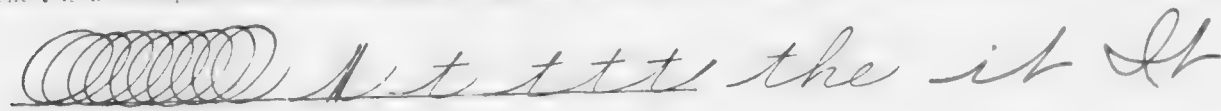
Keep your mind on your work.

Use good materials if you wish to write well. "Best-Ever" pens and penholders are the best for school use.

The **T** and **F** are very much alike. Count 1, 2, dot for the **T**, and 1, 2, dot, cross for the **F**.



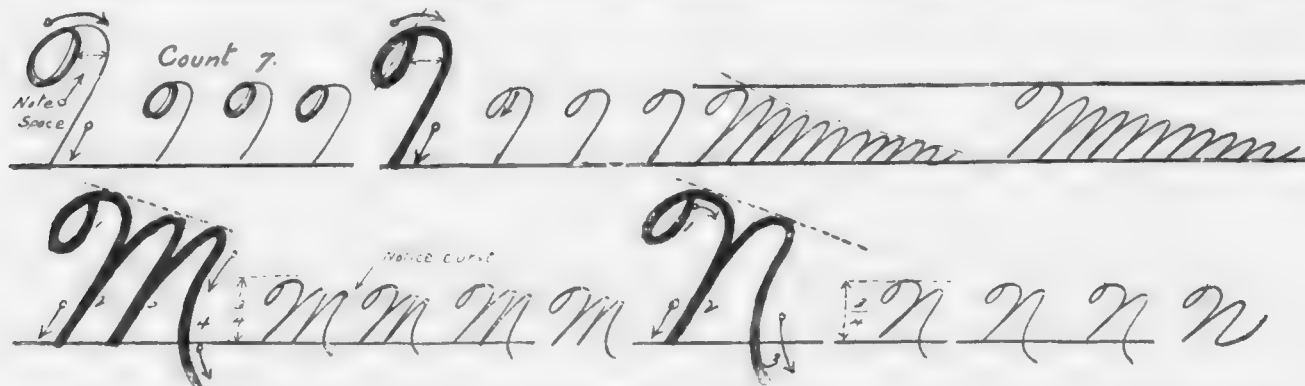
The **t** is a half-space letter and the same height as the **d** and **p**. The **f** is made up of **l** and **q**. See the **i** in the **f**.



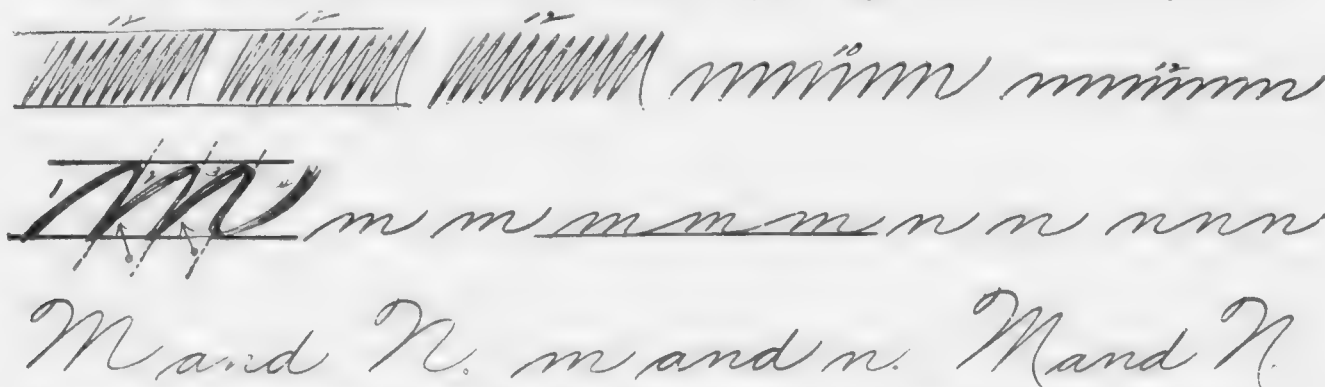
Find time to practise. **F F**

It takes Patience and Perseverance to learn to write well. Anything worth doing is worth doing well.

M and N are loop start capitals. Count 1, 2, 3, 4 for the M and 1, 2, 3 for the N. Keep the tops rounded

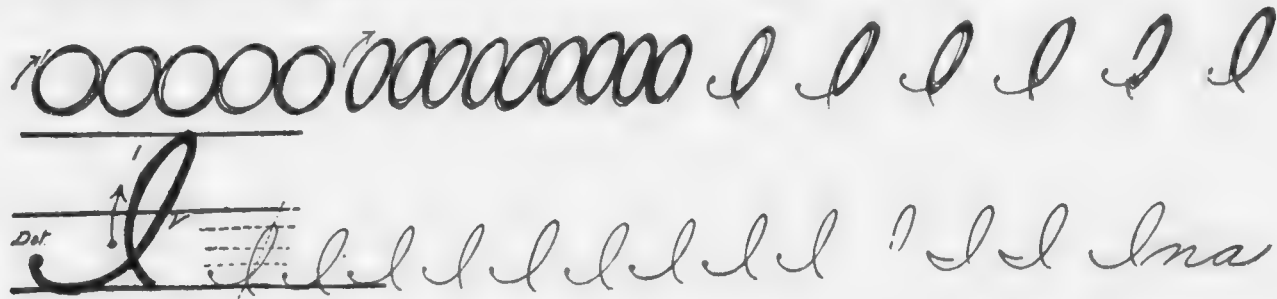


Study the m. See the dotted lines and arrows. Make these spaces of equal width. Do not use any retrace.

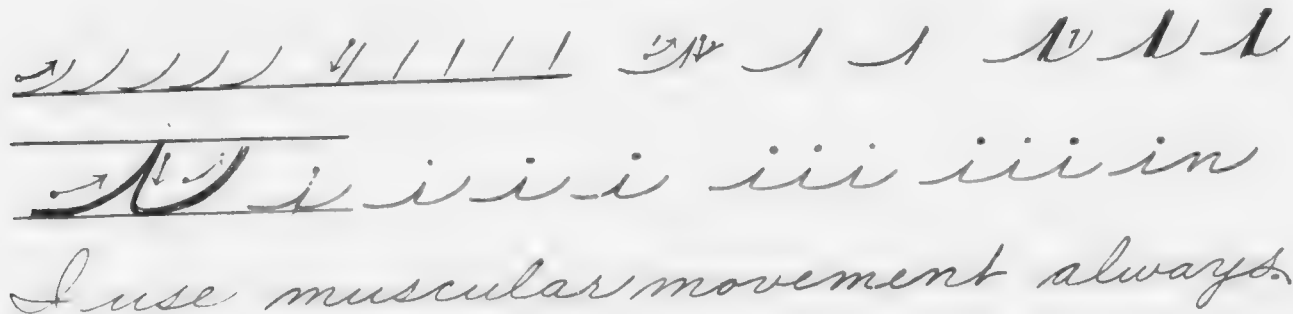


Study and practice are the last two steps to Good Writing. Study the forms in this book and practise writing them.

The **l** is a right-oval letter. It commences a little below the base line and finishes with a dot. Round it at the top.
 Count 1, 2, dot, or Curve, down, dot.

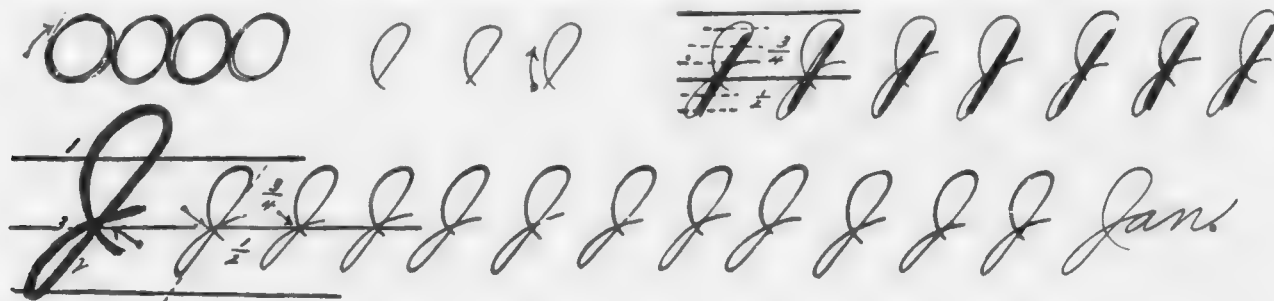


The first stroke of the **i** is the same as the last one. The downward stroke is on the main slant. Finish as shown.
 Count 1, 2, 3, dot, or swing, slant, swing, dot.

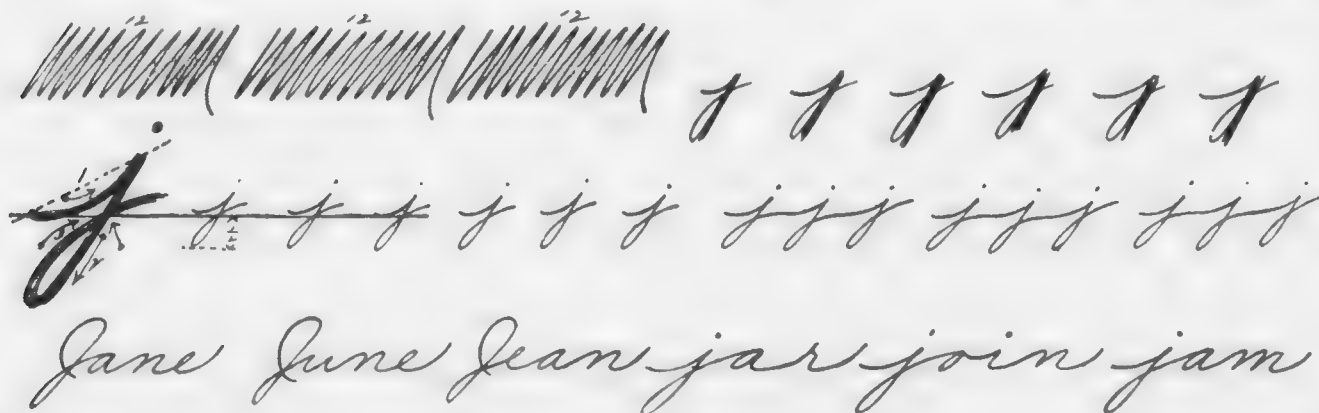


Try to win a Writing Certificate this year and help to bring the High Honor Diploma to your class. This is the highest writing honour granted.

Notice the curves in the J. See what a straight back it has. Round it at the top and bottom. Count 1, 2, 3.

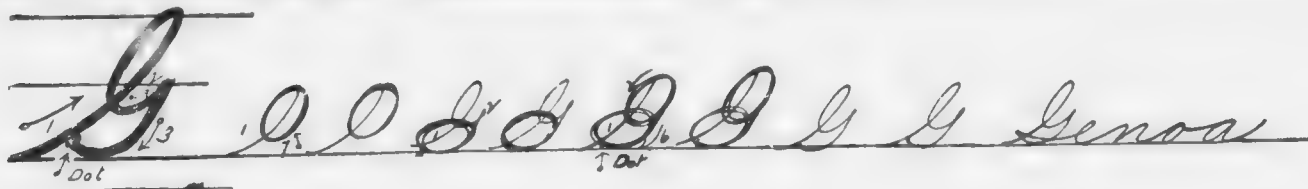


The j is a lower-loop letter. It extends one-half space below the baseline. Put the dot on the main slant. Count 1, 2, 3.

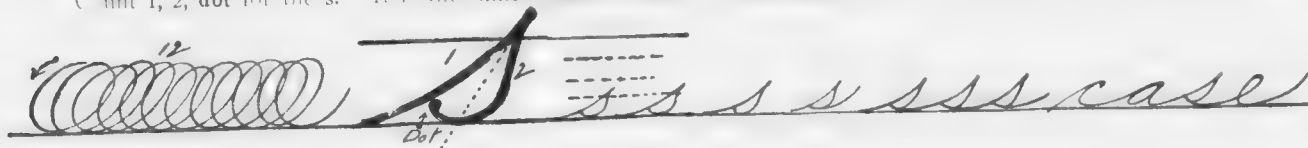


Have you developed a light touch? See how much you can write with one dip of ink. Sit erect. Write with rhythm.

The **G** and **S** are very much alike. Practise the drills shown. Count 1, 2, 3, dot for the **G**, and 1, 2, dot for the **S**.

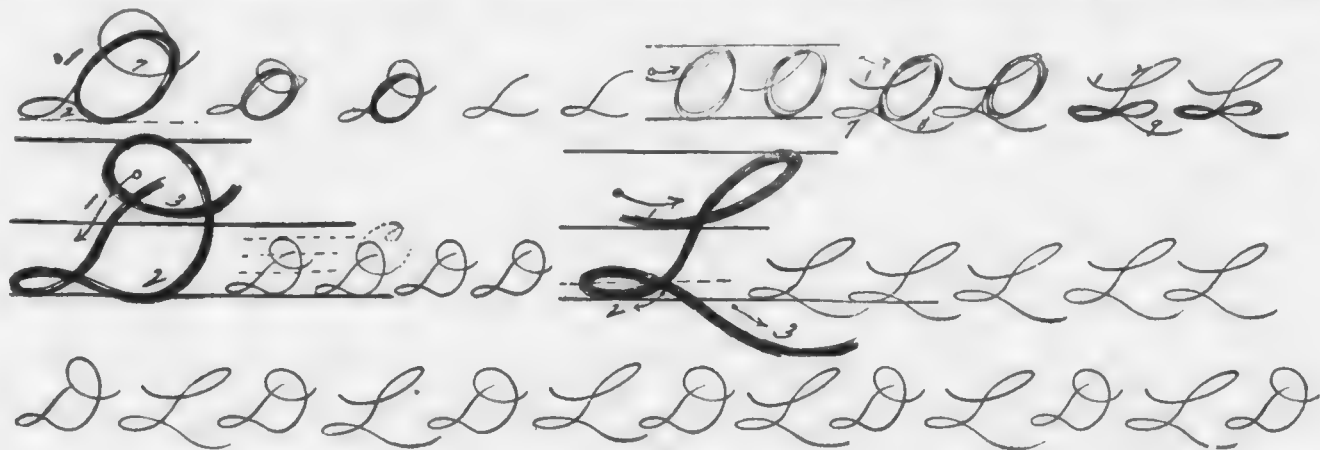


Count 1, 2, dot for the **s**. It is the same height as the **r**. See the dotted main slant line. Count 1, 2, 3 for the **g**.

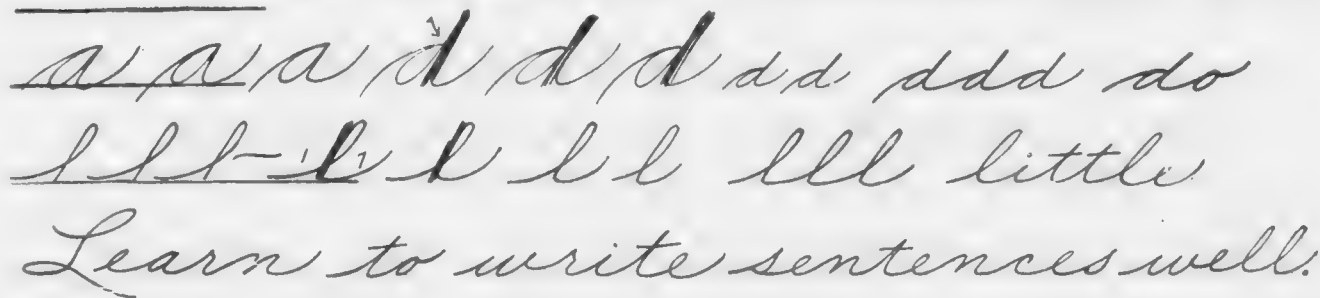


Hold your paper on an angle. Face the desk squarely and make downward strokes toward the centre of the body.

Study the double curves in the **D** and **L**. Use a flying start and a flying finish. Practise a few lines of each drill.

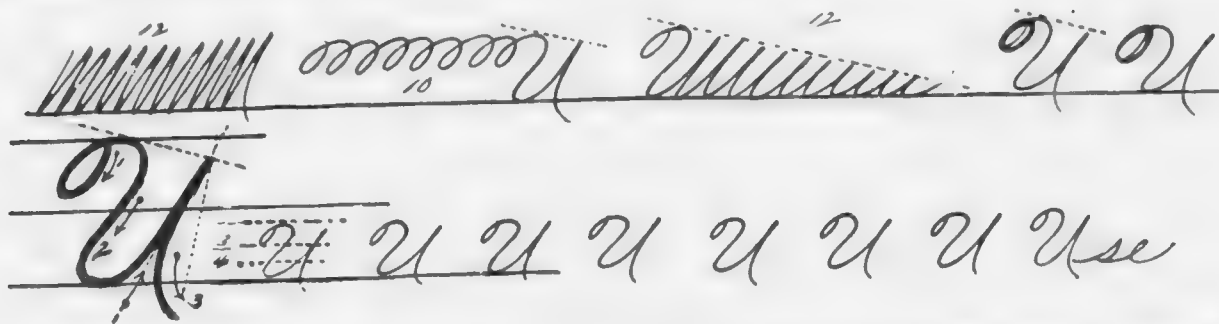


The **d** is one-half a space high. Close it where the arrow points. The **l** is three-quarters of a space high. See the **i** in **L**.

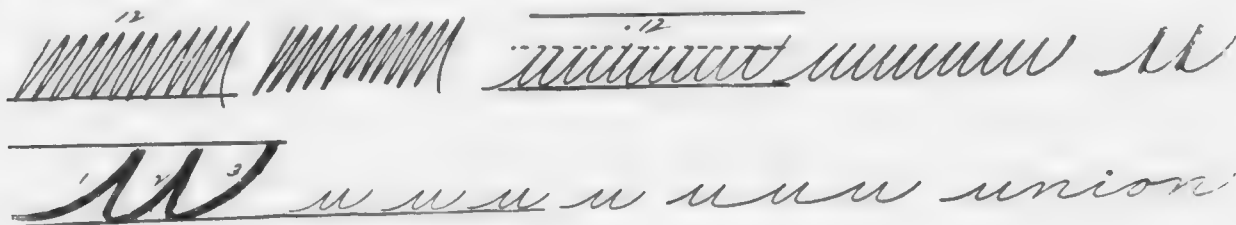


There is no royal road to good writing. It requires patient practice to produce perfect penmanship.

The **U** is another loop-start letter. Practise a few lines of each drill shown. Study the large form of **U** shown



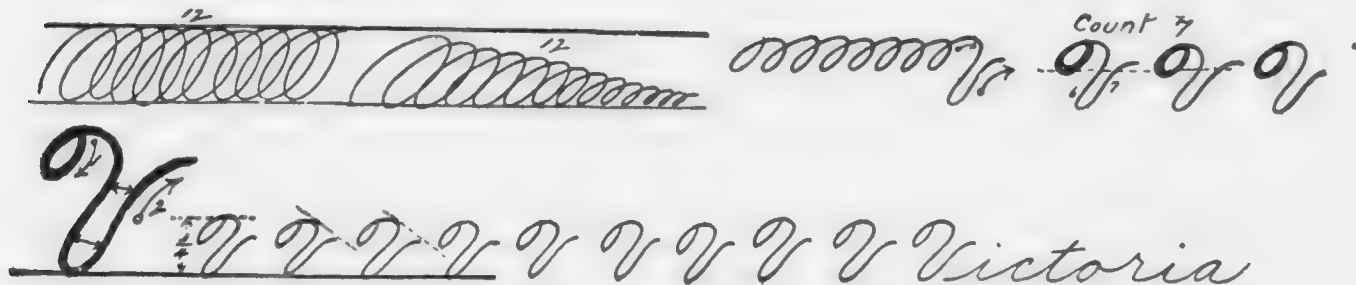
The **u** contains three underwing and two main slant strokes. Make the downward strokes parallel. Finish high.



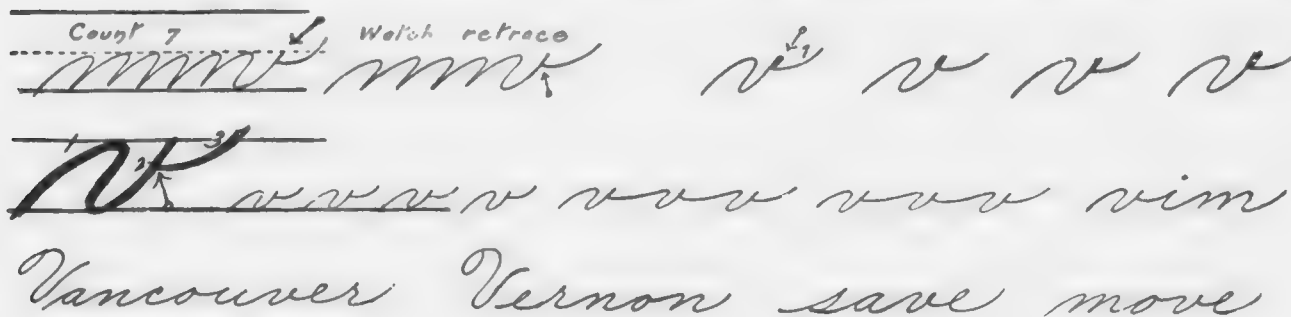
Use muscular movement always.

Do your best muscular movement penmanship in each written exercise. **That is the way to become a good penman.**

The first stroke of the **V** is the same as that of the **U**. Study closely the large form, the arrows, and dotted lines.

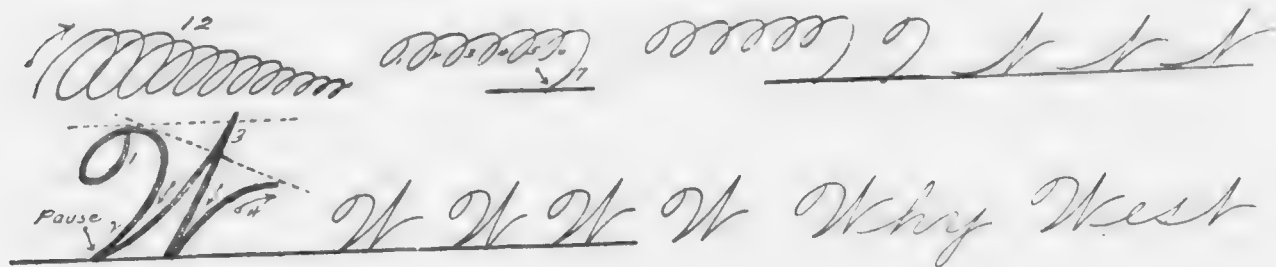


Notice the retrace in the **v**. It finishes the same as **b** and **w**. Keep the bottom round. Pause briefly at the arrow

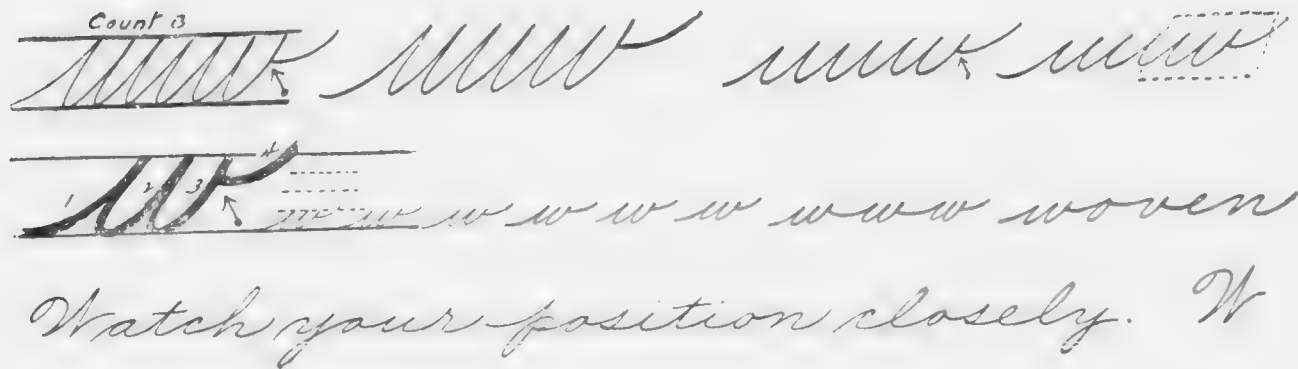


Keep your right elbow slightly off the desk and let your arm roll on the muscle of the forearm. Curve your fingers.

The first stroke of the **W** is made the same as the first stroke of the **H**. The remainder of the letter is much like a final **t**.

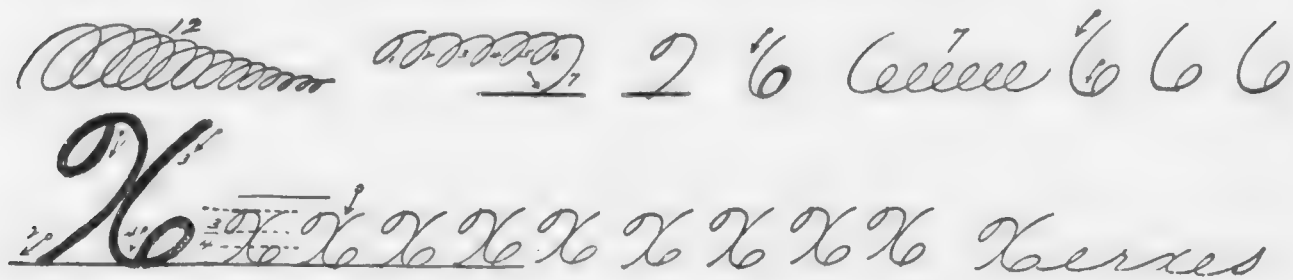


Practise these exercises before tracing the **w**. Notice the final retrace into finishing stroke.

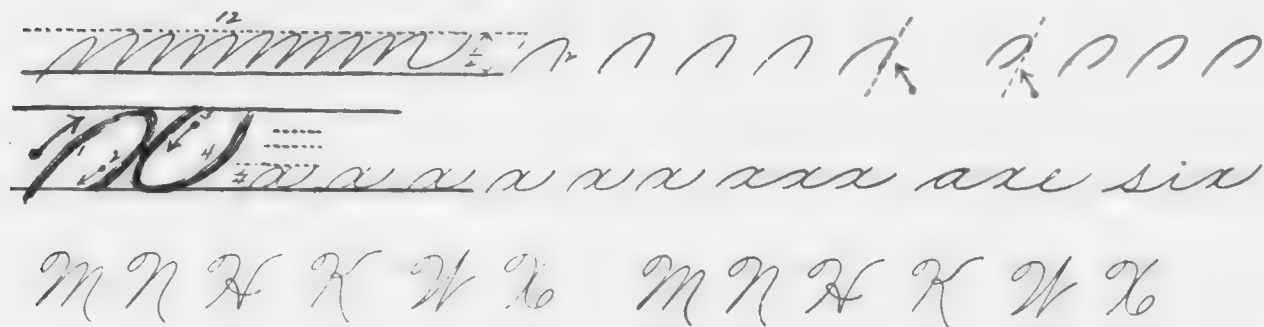


Good writers are not made by saying "O how beautiful!" and sitting in the shade.

The **X** is a loop-start and a loop-finish letter. The two parts of the letter should just touch each other.

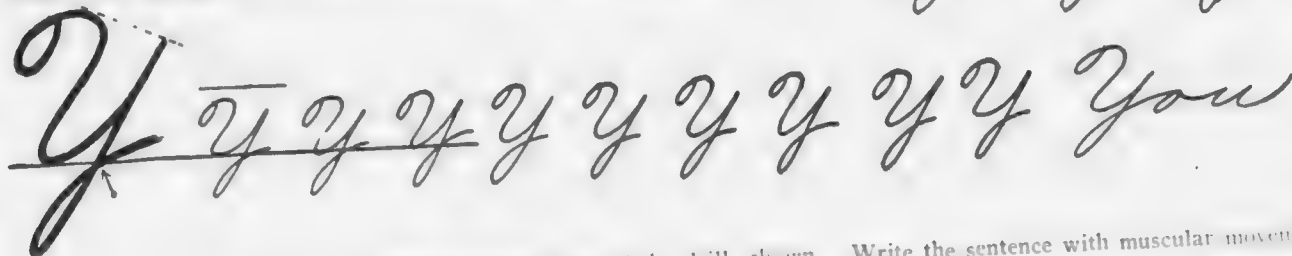
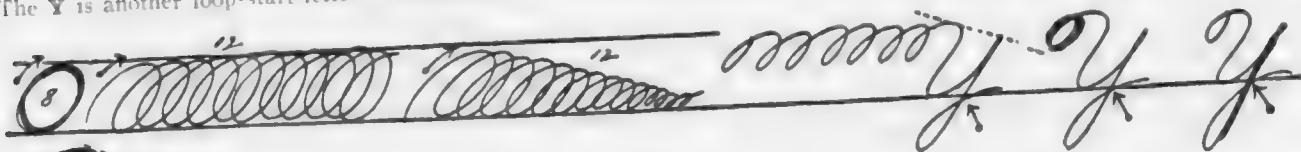


Notice the overturn and underswing in x. Count 1, 2 3, 4. Review the loop start letters shown here

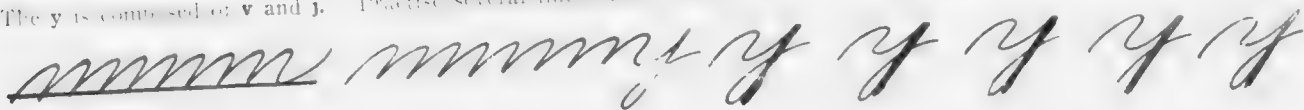


You are nearing the end of the book. Do your best writing. Try to win a Writing Certificate.

The **Y** is another loop-start letter. It starts like **U** and finishes like **j**. Count 1, 2, 3. Study the dotted lines and arrows.



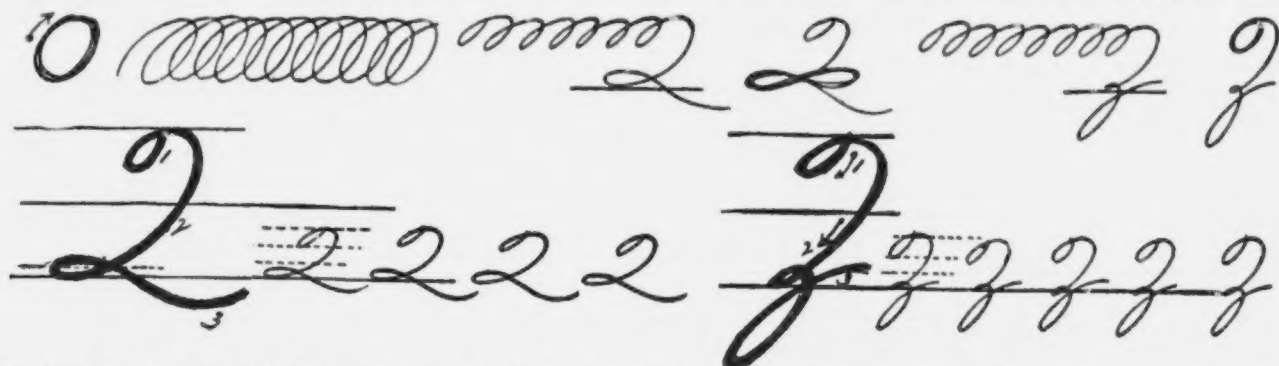
The **y** is composed of **v** and **j**. Practise several lines of the drills shown. Write the sentence with muscular movement.



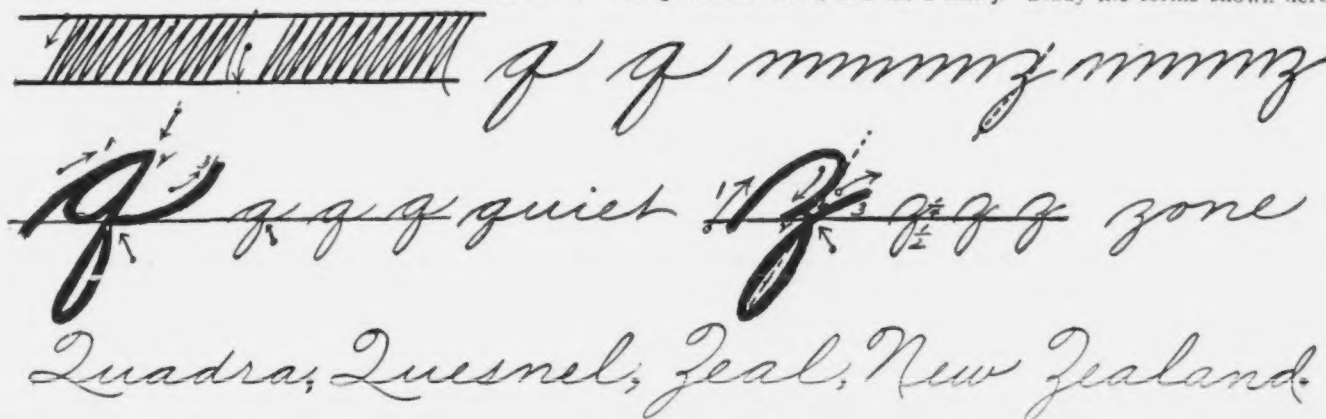
You should write with freedom.

Try to make your writing a little better each day. Help your class win the High Honour Diploma. Do your best.

The Q and Z commence the same but finish differently. They are the same height—that is three-quarters of a space.



See the a in the q, and the first stroke of x in the z. The q finishes like f, and the z like j. Study the forms shown here.



This is your last lesson on the letters. Make it your best. Write with freedom and rhythm. Use Muscular Movement.

Address, Date.

Mr. H. B. MacLean,
Vancouver, B.C.

Dear Sir:

I have completed my course in
Compendium No. 4 of the MacLean
Method of Muscular Movement Writing

I hope that the standard of
my work is sufficiently high to
warrant your granting me a Writing
Certificate.

Yours sincerely,

A Letter from the Author

Dear Girls and Boys:

You have spent two more years practising penmanship. Your writing should be very good now.

Next year you will be given a new Writing Manual—a large book containing many pictures and many lines of penmanship.

Do you always write with Muscular Movement? Do you hold your penholder lightly and allow the hand to glide on the finger nails? Have you learned to sit erect in a healthful, comfortable position while you write?

Give samples of your writing to your teacher who will send them to the Author. If the writing is up to the standard, and if it is done with a free, easy, muscular movement, you will receive a MacLean Method Writing Certificate.

Wishing you every success in your writing.

Yours faithfully,

H. B. MacLean

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